

Delaware's Recruitment Network Job Blast for January 9, 2012

CAREER BUILDING

Director, ACP Alignment	AAA Mid-Atlantic	Wilmington, DE	Jan-09
Staff Nurse - RN (183-391)	Liberty Dialysis, LLC	Delaware, DE	Jan-09
Peritoneal Dialysis Nurse - RN (184-391)	Liberty Dialysis, LLC	Delaware, DE	Jan-09
ADT Security Advisor (87-222)	DEFENDER Direct	Delaware, DE	Jan-09
Project Engineer	J&K Professional Services	Newark, DE	Jan-09
Sales/Merchandiser	Burris Logistics	New Castle, DE	Jan-09
General Manager 1 - Food (Exempt)	Sodexo	NEW CASTLE, DE	Jan-08
General Manager / Chef Manager	Sodexo	WILMINGTON, DE	Jan-08
Food Service Manager 1	Sodexo	WILMINGTON, DE	Jan-08
Food Operations Manager 1 (Exempt)	Sodexo	WILMINGTON, DE	Jan-08
Customer Satisfaction Tech 1-PHL N1	RCN Corporation	Wilmington, DE	Jan-08
Engage Account Manager - Feb 13, 2012	Discover Financial Services, Inc	New Castle, DE	Jan-08
REGISTERED NURSES and LPNs for Home Care	Bayada Nurses	Wilmington, DE	Jan-08
SCHOOL CHANGE LEADER	Christina School District	Wilmington, DE	Jan-08
Information Risk Analyst - TPO, Columbus, OH, Iselin, NJ or Wilm	Chase	Newark, DE	Jan-08
Registered Nurse / RN	Select Specialty Hospital	Wilmington, DE	Jan-08
Behavior Interventionist	New Behavior Network	Dover, DE	Jan-08
Truck Driver - Dedicated Fleet Operation	Ruan Transportation	Middletown, DE	Jan-08
Teller and Banker	Citizens Bank	Georgetown, DE	Jan-08
Technical Analyst	Technisource	Wilmington, DE	Jan-08
Network Technician	Technisource	Newark, DE	Jan-08
Mental Health Full time experienced therapist needed for		Wilmington Region, DE	Jan-07
MEDICAL SECTY w / Exp		Wilmington Region, DE	Jan-07
Telemarketing P/T possible F/T		Wilmington Region, DE	Jan-07
Road Safety Equip		Wilmington Region, DE	Jan-07
FT & PT Asst Teacher or Intern position available		Wilmington Region, DE	Jan-07
CLEANER Must have apt		Wilmington Region, DE	Jan-07
Associate, Senior Desk top Engineer sought by BlackRock		Wilmington Region, DE	Jan-07

5 pack special		Wilmington Region, DE	Jan-07
1 Job Pack with logo		Wilmington Region, DE	Jan-07
Project Manager	Fladger Associates	Wilmington, DE	Jan-07
Systems Support Analyst	Fladger Associates	Wilmington, DE	Jan-07
Regulatory Publications Associate	Fladger Associates	Wilmington, DE	Jan-07
Security Analyst	Fladger Associates	Wilmington, DE	Jan-07
Maintenance Assistant	Regency Healthcare & Rehabilitation Center	Wilmington, DE	Jan-07
Executive Director	Boys & Girls Clubs of Delaware	Wilmington, DE	Jan-07
Retail Sales Associate	T-Mobile Retail	Bear, DE	Jan-07
Customer Relations/Advertising-\$15.00 per hour+bonuses	Catamount Enterprises LLC	Newark, DE	Jan-07
Senior Wiring Designer	Sargent & Lundy	Wilmington, DE	Jan-07

MONSTER:

Manager, Health, Safety & Environment / MDL848	Air Liquide USA LLC. DE-Newport-19804	Apply Now
Retail Sales Associate	T-Mobile DE-Bear-19701	Apply Now
Security Analyst	Fladger Associates DE-Wilmington-19802	Apply Now
Systems Support Analyst	Fladger Associates DE-Wilmington-19802	Apply Now
Project Manager for High Voltage Substations	Sargent and Lundy DE-Wilmington-19801	Apply Now
Senior Wiring Designer	Sargent and Lundy DE-Wilmington-19801	Apply Now
Electrical Physical Designer	Sargent and Lundy DE-Wilmington-19801	Apply Now
Retail Store Manager-Christina Mall	T-Mobile DE-New Castle-19720	

State of Delaware Job Openings:

Fiscal Management Analyst 123011-MABZ64-370100	Delaware Youth and Family Ctr: (1825 Faulkland Rd, Wilmington, DE, 19805)	New Castle	SCYF/Mgt Sup Svcs	Yearly: \$46,717.00/Min - \$58,396.00/Mid	Monday, January 9 11:59 PM	Recruitment Status
Youth Rehabilitation Counselor I 010312-MDDV01-370501	Ferris School: (1825 Faulkland Rd, Wilmington, DE, 19805)	New Castle	SCYF/Youth Rehabilitation Svcs	Yearly: \$25,409.00/Min - \$31,761.00/Mid	Tuesday, January 10 11:59 PM	Recruitment Status
Youth Rehabilitation Counselor I 010312-MDDV01-370502	Grace & Snowden Cottages: (1825 Faulkland Rd, Wilmington, DE, 19805)	New Castle	SCYF/Youth Rehabilitation Svcs	Yearly: \$25,409.00/Min - \$31,761.00/Mid	Tuesday, January 10 11:59 PM	Recruitment Status
Youth Rehabilitation Program Manager 010312-MDDZ80-370500	Grace & Snowden Cottages: (1825 Faulkland Rd, Wilmington, DE, 19805)	New Castle	SCYF/Youth Rehabilitation Svcs	Yearly: \$49,985.00/Min - \$62,481.00/Mid	Tuesday, January 10 11:59 PM	Recruitment Status
Traffic Sign Installer Specialist (Sign Installer) 010312-MCCM02-550800	Canal District: (250 Bear - Christiana Road, Bear, DE, 19701)	New Castle	DOT/Transportation Solutions	Yearly: \$22,196.00/Min - \$27,745.00/Mid	Tuesday, January 10 11:59 PM	Recruitment Status
Correctional Counselor 010412-MDDP01-380400	Howard R. Young Correctional Institution: (1301 E 12th St, Wilmington, DE, 19801)	New Castle	DOC/Prisons	\$31,129.00/Min - \$38,911.00/Mid **Hazardous Duty Pay Level B, \$1,100/Year	Wednesday, January 11 11:59 PM	Recruitment Status
Youth Rehabilitation Program Manager 010412-MDDZ80-370400	Terry Childrens Psyc Center:	New Castle	SCYF/Child Mental Health Svcs	Yearly: \$49,985.00/Min - \$62,481.00/Mid	Wednesday, January 11	Recruitment Status

	(10 Central Ave, New Castle, DE, 19720)				11:59 PM	
<u>Psychiatric Social Worker III</u> 010412-MDDR03-370400	Barratt Building: (821 Silver Lake Blvd, Dover, DE, 19901)	Kent	SCYF/Child Mental Health Svcs	Yearly: \$43,657.00/Min - \$54,571.00/Mid	Wednesday, January 11 11:59 PM	<u>Recruitment Status</u>
<u>Custodial Worker</u> 010412-MCAB01-200900	Delaware Veterans Home: (100 Delaware Veterans Boulevard, Milford, DE, 19963)	Kent	State/Veterans Home	Yearly: \$17,870.00/Min - \$21,163.00/Mid	Wednesday, January 11 11:59 PM	<u>Recruitment Status</u>
<u>Senior Accountant</u> 010312-MABB02-100200	Haslet Armory: (122 William Penn Street, Dover, DE, 19901)	Kent	Executive/OMB	Yearly: \$33,305.00/Min - \$41,631.00/Mid	Wednesday, January 11 11:59 PM	<u>Recruitment Status</u>
<u>HVAC/Refrigeration Technician</u> 010312-MCCZ16-100200	Georgetown Oper Maint: (23708 Shortly Road, Georgetown, DE, 19947)	Sussex	Executive/OMB	Yearly: \$31,129.00/Min - \$38,911.00/Mid	Wednesday, January 11 11:59 PM	<u>Recruitment Status</u>
<u>Senior Social Worker/Case Manager (Medicaid & Medical Assistant)</u> 010412-MDDZ58-350200	Robscott Building: (153 Chestnut Hill Rd, Newark, DE, 19713)	New Castle	DHSS/Medicaid & Medical Assist	Yearly: \$33,305.00/Min - \$41,631.00/Mid	Thursday, January 12 11:59 PM	<u>Recruitment Status</u>
<u>Senior Social Worker/Case Manager</u> 010412-MDDZ58-350700	Northeast State Service Center: (1623 Jessup St, Wilmington, DE, 19802)	City of Wilmington	DHSS/Social Services	Yearly: \$33,305.00/Min - \$41,631.00/Mid	Thursday, January 12 11:59 PM	<u>Recruitment Status</u>
<u>Senior Social Worker/Case Manager (Social Services)</u> 010412-MDDZ58-350701	Robscott Building: (153 Chestnut Hill Rd, Newark, DE, 19713)	New Castle	DHSS/Social Services	Yearly: \$33,305.00/Min - \$41,631.00/Mid	Thursday, January 12 11:59 PM	<u>Recruitment Status</u>
<u>Equipment Operator I</u> 010512-MCCC01-550400	South District Admin Bldg: (Rt 113 & 431, Georgetown, DE, 19947)	Sussex	DOT/Maintenance & Operations	Yearly: \$20,740.00/Min - \$25,925.00/Mid	Thursday, January 12 11:59 PM	<u>Recruitment Status</u>
<u>Motor Vehicle Specialist I</u> 122211-MBCB01-551100	DMV New Castle: (161 Airport Road, New Castle, DE, 19720)	New Castle	DOT/Motor Vehicles	Yearly: \$23,749.00/Min - \$29,686.00/Mid	Thursday, January 12 11:59 PM	<u>Recruitment Status</u>
<u>Motor Vehicle Specialist I</u> 010512-MBCB01-551100	Public Safety Admin Building: (303 Transportation Circle, Dover, DE, 19901)	Kent	DOT/Motor Vehicles	Yearly: \$23,739.00/Min - \$29,686.00/Mid	Thursday, January 12 11:59 PM	<u>Recruitment Status</u>
<u>Psychologist</u> 010612-MDIA01-370400	Barley Mill Plaza: (Barley Mill Plaza, Wilmington, DE, 19805)	New Castle	SCYF/Child Mental Health Svcs	Yearly: \$53,482.00/Min - \$66,852.00/Mid	Friday, January 13 11:59 PM	<u>Recruitment Status</u>
<u>Engineer I</u> 122911-MFBC01-550800	DelDOT Administration Building: (800 Bay Road, Dover, DE, 19901)	Kent	DOT/Transportation Solutions	Yearly: \$46,431/Min - \$54,800.00/Mid	Friday, January 13 11:59 PM	<u>Recruitment Status</u>
<u>Information Systems Support Specialist</u> 010612-MADZ05-351000	Churchman's Corp Ctr: (84 Christiana Road, New Castle, DE, 19720)	New Castle	DHSS/Child Support Enforcement	Yearly: \$43,657.00/Min - \$54,571.00/Mid	Friday, January 13 11:59 PM	<u>Recruitment Status</u>
<u>Budget and Program Analyst</u> 010512-MABZ30-350100	Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720)	New Castle	DHSS/Administration	Yearly: \$53,482.00/Min - \$66,852.00/Mid	Friday, January 13 11:59 PM	<u>Recruitment Status</u>
<u>Telecommunications/Network Technician III</u> 010612-MADF03-350100	DE Hospital for the Chronically III: (100 Sunnyside Road, Smyrna, DE, 19977)	Kent	DHSS/Administration	Yearly: \$43,657.00/Min - \$54,571.00/Mid	Friday, January 13 11:59 PM	<u>Recruitment Status</u>

Delaware Department of Technology and Information has open two positions for:

1229 [SOFTWARE ENGINEER \(.NET\)](#) US-DE-Dover 1/17/2012 2

For Our Military and Veterans:

Employer Alert!

The Boeing Company has announced the closing of it's Wichita facilities. This recent move will leave many highly talented Engineering, Aviation and Defense professionals available.

**ATTEND THE WICHITA
Aerospace, Aviation and Defense
CAREER EXPO**

**WICHITA, KS
Wichita Hilton/Feb. 1, 2012**

Recruit experienced professionals in: Engineering (All Disciplines), Defense, Modeling & Simulation, Radar, Aircraft, Avionics, Technicians, Composites, A & P, Technicians, Satellite, RF, Geospatial, Test, Software, Systems, Network Engineers, Integration & Test, Composites, Geospatial, Safety, Stress, Structures, Intelligence, Aerospace, Communications, Electrical, Mechanical, Electronics, Flight Operations, Regulatory, HSE, Controls, Missiles, TPS, Jet Engine, Milstar, Satcom, Integration & Test, GPS, Payload, Infosec, Intelligence, Navigation, Design, Quality, CNC, Machinists, Production, Manufacturing, Project / Program Managers, Logistics, Purchasing and related.

No entry level or non-qualified candidates allowed.

Recruit screened professionals and receive tremendous market branding in Wichita!

US Citizenship required.

For the exhibitor's details, call Carrie Dunham - 888/811-9385 ext. 12

OPT OUT: push reply and place remove in the subject line

CHESAPEAKE JOBS LISTING

January 5, 2012

CAREER SERVICES Office of Student Services

P.O. Box 8 Wye Mills, MD 21679

(410) 822-5400, 758-1537, or 228-4360, ext. 303

The Office of Career Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Career Services at (410) 822-5400, 758-1537, or 228-4360, ext. 303.

A Plus Success (552) is looking for **Tutors** to work with a group of 5 students and follow *A Plus Success* curriculum to help students at Sandy Hill and Maple Elementary schools in Cambridge. The program is to help students that are struggling in reading and/or Math. **Compensation:** starting at \$18 an hour; two or three days a week, afterschool at the school. **Apply:** If you are interested in a tutoring position, please email your resume' to yohannes@aplussuccess.com or call Yohannes Woldehanna at (703) 566-9533 (cell). (Date listed: 1/4/12).

Babysitter/Nanny (537) Wanted Part-time: Looking for part-time help babysitting a 7 month old. We are looking for help approximately 2 days/week, flexible hours helpful. **Location:** Easton, MD. Please call Lesa @ 410-829-7826. (Date listed: 12/8/11).

Baltimore City Police Department (417) Take the Civil Service Test every Tuesday at 12:30 PM & 6:00 PM. **Police Officer Trainee** – Academy Pay: \$41,290 and **After Graduation** Base Pay: \$42,290. **Location:** Baltimore Police Headquarters, Recruitment Unit, 601 E. Fayette St., Baltimore, MD 21202. **Minimum Requirements:** 20 ½ years of age; possess a valid driver's license; United States citizen and wear business attire. **Benefits:** Medical and Dental; 12 paid vacation & 14 paid holidays; retirement plan and deferred compensation plan. For more information call 877-PRIDE-PD or www.baltimorepolice.org. (Date listed: 8/11/11 - ongoing).

Bender Consulting Services, Inc. (133) is currently hiring bright, enthusiastic individuals with disabilities to work with the Federal government in the Washington, DC Metro area, Philadelphia, PA, Harrisburg, PA. Bender specializes in providing freedom through competitive employment. As an individual with disabilities herself, CEO and host of "Disability Matters" on voiceamerica.com, Joyce Bender believes that all qualified people should be given equal work opportunities. Apply now if you are interested in career opportunities with the Federal government. Positions are available in the following fields: *Accounting, Administrative Support, Aviation, Business Administration, Computer Science, Contracts, Criminal Justice, Cyber Security, Electrical Engineering, Engineering, Facilities Management, Finance, General Sciences, Healthcare Policy, Human Resources, Information Technology, Languages, Language Analysis, Law, Logistics, Management Analysis, Mathematics, Research and Analysis*. People with disabilities EMBRACE YOUR INDEPENDENCE by applying now. Contact Sherry Homme at 412-446-4447; shomme@benderconsult.com or resume@benderconsult.com. (Date listed: January/2012-ongoing)

Caregivers (247) Caregivers needed. There is free registration at www.care4hire.com to search for Babysitting, Housekeeping, Tutoring, Elder/Companion Care, Pet Sitting, and other miscellaneous services. There are jobs available throughout the United States and Canada. mail@care4hire.com, 402-379-7811. (Date listed: January/2012-ongoing).

Caroline Center, Inc. (499) a service provider for individuals with developmental disabilities, is seeking a **Food Service Manager**. This is a full time position responsible for managing a full service, industrial kitchen while assisting individuals with Intellectual Disabilities to achieve vocational goals as they relate to food service. Experience with food service and/or developmental disabilities preferred. Candidates must possess a HS Diploma or Equivalent, a valid driver's license, a clean driving record and the ability to lift 50 pounds. **Apply:** Please send resume to Caroline Center, Inc., P.O. Box 460, Ridgely, MD 21660 Attn: Brandi Geise, DHR or email to bgeise@carolinecenterinc.org. (Date listed: 12/6/11).

Chesapeake Bay Maritime Museum's 2012 Internship Program is seeking:

- **2012 Folklife Intern** (547) **Department:** Center for Chesapeake Studies; Intern Supervisor: CBMM Folklorist. **Scope:** The Folklife Intern will work with CBMM staff to assist in the development of the fourth Chesapeake Folk Festival on July 28, 2012. He/she will organize and implement sections of the festival as well as assist on other festival sections as needed. **Proposed Intern Schedule:** 10-13, ideally beginning no later than May 29. Length of internship can be finalized with the department supervisor at the time of the job offer. **Intern Goals and Responsibilities:** Develop sections and narrative stages for festival; work with the staff to assist in the development of other festival areas as needed; oversee installation of areas of festival and draft text for festival signage and guidebook. **Requirements:** Must hold US citizenship. Current enrollment in a graduate or undergraduate degree program in Education, Museum Studies, History, Folklore, or related field. Oral history documentation experience; ability to work with diverse audiences including children, families, volunteers, and older adults; strong written and communication skills; experience with Windows applications; ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines; enthusiastic and customer satisfaction oriented personality and flexible hours; availability to work some weekends. **Stipend:** Full time interns are paid a stipend of \$150 per week. Interns are paid for holidays, but not for time lost due to illness or personal leave. Co-ed, shared housing may be available to interns on an as needed basis; a \$50 refundable housing deposit must be made at time of signed intern agreement. **Application Date:** Applications are due by close of business **Friday, February 24, 2012.** Notice of acceptance for intern positions will be made by Monday, March 26, 2012.
- **2012 Education Intern** (548) **Department:** Education; Intern Supervisor: Director of Education. **Scope:** The Education Intern will work with the Education Staff to plan, teach, and evaluate summer education programs as well as expand future offerings. S/he will also create new content for and participate in summer festivals, assist in educational program promotion, and provide support for initiatives of the Education Department as needed.

Proposed Intern Schedule: 10 – 13 weeks in the summer between June and September. **Intern Goals and Responsibilities:** Work with the staff to assist, instruct and evaluate 6-week Kids Club program; assist staff with planning, programming and implementation of our annual summer festivals; assist Education Department with marketing of school programs; develop and present family activities for summertime “Visitor Experience Initiative”; review, evaluate and revise the Family Activity Bag; and interpret using both thematic tours as well as building interpretation techniques. **Requirements:** Must hold US citizenship. Current enrollment in a graduate or undergraduate degree program in Education, Museum studies, or related field; Experience working with small children; ability to work with diverse audiences including families, volunteers, and older adults; strong communication skills and the ability to speak in public settings; experience with Windows applications; ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines; enthusiastic and customer satisfaction oriented personality and flexible hours; availability to work some weekends. **Application Dates:** Applications are due by close of business **Friday, February 24, 2012.**

- **2012 Curatorial Intern (549) Department:** Curatorial; Intern Supervisor: Curator, Collections Manager. **Length of Internship:** 10-13 weeks. **Scope:** Catalog and rehouse manuscript, photograph, or object collections. Learn data entry and research use of museum’s collections management database. Assist with exhibition or program research. Assist visiting researchers and help with museum special events. **Proposed Intern Schedule:** 10-13 weeks beginning Monday, June 4, 2011; Monday-Friday, 9 a.m.-5 p.m. Length of internship can be finalized with the department supervisor at the time of the job offer. **Intern Goals and Responsibilities:** Goal is to provide an introduction to museum collections management and a variety of museum curatorial work. Expectations include attendance, the completion of accurate and complete catalog records, and proper handling of artifacts. Interns may also be asked to assist with museum special events on one or two weekends during the course of the internship; understand departmental and museum operations and policies; learn and improve specific collections and research skills and become familiar with the museum’s collections resources. **Requirements:** must hold US citizenship. Current enrollment in a graduate or undergraduate degree program in history, art history, anthropology, museum studies, or a related discipline preferred; ability to work with diverse audiences including children, families, volunteers, and older adults; strong written and communication skills; experience with Windows applications; ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines and ability to lift up to 40 pounds. **Application Dates:** Applications are due by close of business **Friday, February 24, 2012.** Notice of acceptance for intern positions will be made by Monday, March 26, 2012.

Application Procedure: The following additional items are required to complete your application. Do not staple any of the required materials; they can be affixed with a paper clip if necessary. We will not accept emailed applications. A cover letter indicating the internship for which you are applying; A statement of no more than 500 words (two typewritten pages, double-spaced), which explains how the Chesapeake Bay Maritime Museum internship fits with your background and career goals. Include the reasons for your choice of specific departments or programs for an internship. Also describe what you hope to achieve from the experience and what you believe you can contribute; two letters of recommendation; official copies of your most recent transcripts; your resume and a recent writing sample. Additional information can be found on our website: www.cbmm.org. Mail Applications to: Robert Forloney, Director of the Kerr Center for Chesapeake Studies, Chesapeake Bay Maritime Museum, Navy Point, P.O. Box 636, St. Michaels, MD 21663, 410.745.4959, rforloney@cbmm.org, www.cbmm.org. (Date listed 12/16/11).

Chesapeake College beginning February 6, 2012, will be recruiting for the following positions. **Resumes will be reviewed until the position is filled.**

- **Mathematics Instructor (543) Salary:** Based on qualifications and experience. **Description:** Faculty member will teach a variety of mathematics classes, with approximately half of teaching assignments in developmental mathematics instruction. **Required:** Master’s degree with at least 15 graduate credits in mathematics. Experience teaching mathematics to variety of student populations in traditional and modular, computer-based formats; willingness to teach in daytime and evening programs at two campus locations. **Desired:** Demonstrated experience in teaching developmental mathematics courses, community college teaching experience, knowledge of learning theories and diverse learning styles, ability to work cooperatively with colleagues, course redesign, use of MyMathLab/MyLabs+, online teaching, ability to teach 200 level math courses, assessment experience; ability to work cooperatively with other members of the college community and knowledge of and commitment to the community college mission.
- **Instructor of English (544) Salary:** Based on qualifications and experience. **Description:** Primary teaching responsibility in development English classes; help lead implementation of a revised sequence of course offerings. **Required:** Master’s degree in English, Composition/Rhetoric or related area with emphasis in teaching basic writing; demonstrated commitment to teaching developmental students. Faculty member will teach primarily Developmental English courses. **Desired:** Background in teaching reading and experience in teaching college

composition useful, as well as knowledge of learning theories, learning styles, alternative delivery systems, and assessment preferred. Experience working with diverse student population and a willingness to teach a diverse schedule is desired; ability to work cooperatively with other members of the college community and knowledge of and commitment to the community college mission.

- **Instructor of Psychology (545) Salary:** Based on qualifications and experience. **Description:** Responsible for teaching General Psychology, Human Growth and Development, Abnormal Psychology, and courses in Human Services program. **Required:** Master's degree in Psychology; experience teaching psychology at the undergraduate level; experience teaching Human Growth and Development and Abnormal Psychology. **Desired:** The ability to teach courses in Human Services program, including instruction to human services, substance abuse, group dynamics, and interviewing; a willingness to teach at various campuses/times to include night classes and in electronic as well as face-to-face formats and actively support the department in the textbook selection, assessment of student learning outcomes, and program reviews are desired; ability to work cooperatively with other members of the college community; knowledge of and commitment to the community college mission.
- **Instructor of Business (546) Salary:** Based on qualifications and experience. **Description:** Accepting applications for a full-time economics/business faculty position available beginning August 2012. Responsibilities include conceiving, designing, planning, implementing, and evaluating the learning activities of students in entry level business and economics courses. **Required:** Master's degree in Economics, Business or related field. **Desired:** Doctorate degree and Community college teaching experience are both desired.

Apply: For best consideration, please send a cover letter & resume to hr@chesapeake.edu. Please reference the job to which you are applying in the subject heading. (Date listed: 12/16/11).

Chesapeake College is an equal opportunity employer who values the power of diversity and the strength it brings to the workplace.

Chesapeake College, (530) Division of Continuing Education & Workforce Training's "Kids on Campus" program is recruiting "hands on", experienced instructors for Engineering, CSI, Culinary, Architecture & Structural Engineering and Computer Software Applications (Animation software, SketchUp) for 2012 Kids on Campus program. The Program is designed for children entering grades 1 through 11.

- One-week sessions will run June 27 – August 10th (multiple courses run each week)
- Both ½ day and full-day courses offered
- Competitive compensation, plus supply budget
- Scheduling classes so call NOW!!!

Contact Anne Slater, Director 410-827-5810 or amslater@chesapeake.edu. (Date listed: 12/1/11).

Driver needed (Part-time) (522) Handicapped individual seeking part-time driver/helper for light grocery/general shopping in Centreville and Easton. You must be reliable with cell phone and able to lift wheelchair in/out of vehicle.

Schedule: About 2 hours, twice a week. This would be great for a student. Non-smoker preferred. **Salary:** Negotiable hourly pay. Contact Ed @ antlers10point@hotmail.com. (Date listed: 11/22/11).

Express Employment Professionals (542) are recruiting for experienced individuals in Office Services, Sales and Marketing, Engineering and Light Industrial. Benefits are available immediately. Current Openings:

- **Custodian** in Federalsburg, experience with buffing and waxing floors.
- **Registration Clerk** in Seaford, experience in the medical field.
- **Bookkeeper** in Easton, part time, Jan- March.
- **Customer Service** in Salisbury. Experience in banking or finance preferred.
- **Merchandise Broker** in Easton, sales or logistics experience preferred.
- **Web Developer** in Denton. Entry Level.
- **Accountant** in Easton, degree required.
- **Payroll/Retirement Coordinator** in Easton. 4+ years of experience.

Apply: 29466 Pintail Drive, Suite 1, Easton MD, or call 410-820-8888 or email: eastonmd@expresspros.com. (Date listed: 12/14/11).

HCR ManorCare (10) works with patients and their families to design an individualized plan of care that best addresses patient needs or those of their loved one. Being a leading provider of post-acute and rehabilitation services along with our nearly 60,000 employees has made us the preeminent care provider in the industry. Quality care for patients and residents is provided through a network of more than 500 skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home health care agencies. Discover the satisfaction of being part of the HCR ManorCare team providing more positive outcomes for everyone in our communities. HCR ManorCare

offers their therapists: -The leading owner and operator of long-term care centers in the United States; -Network of more than 500 long-term care centers, assisted living facilities, outpatient rehabilitation clinics, and home health care & hospice offices; -Medical/Dental; -Vision Discount Plan; -Legal Services Plan; -Educational Assistance; -Credit Union Membership; -Retirement. The following positions are available: **Physical Therapist** – Plans and administers prescribed physical therapy treatment program for patients/residents to restore function, relieve pain, and prevent disability following illness, disease, or injury. As a Physical Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Physical Therapist Assistant** – Performs physical therapy programs under the general supervision of a physical therapist unless the state practice is described differently. As a Physical Therapy Assistant professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Occupational Therapist** – Plans and administers prescribed occupational therapy treatment program for patients/residents to facilitate rehabilitation following illness, disease, or injury. As an Occupational Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Certified Occupational Therapy Assistant** – Perform occupational therapy programs under general supervision of an Occupational Therapist. Assist in administering programs involving functional skills. Instruct, motivate and assist residents in learning and improving functional skills. **Speech Language Pathologist** – Plans, organizes, and conducts speech therapy program to facilitate rehabilitation of patients/residents following illness, disease or injury. As a Speech Language Pathology professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. Contact James Glover at 866-427-2004 ext 110, fax 877-479-2652, or email james.glover@hcr-manorcare.com. (Date listed: January 2012-ongoing)

Job Fair

- **The Department of Veterans Affairs** (556) is hosting a free Career Fair and Expo **on January 18, 2012** from **8:00am to 7:00pm at the DC Convention Center**, 801 Mt. Vernon Place NW, Wash. DC 20001. Featured activities include assisting Veterans and Military Service Members with: Translating their military skills into language civilian employers understand; Building a competitive resume; Receiving career coaching; Attending workshops on interviewing skills and resume building; Interviewing for available positions in the Federal and private sectors; Learning about your education benefits through the Post-9/11 GI Bill; Sign up for eBenefits and health care services and Learning about small business opportunities. Bring proof of your military service. Please visit the event website at VAforVets.com/DC learn more! (Date listed: 1/4/12).

Kent County Department of Social Services, (555) Family Investment Unit is seeking a **Human Service Administrator II**. The resulting list of eligibles will be used to fill these positions/functions only. Persons interested in future vacancies in the Human Service Administrator II classification will need to reapply. **Salary:** \$46,563 - \$74,725. **Location:** Kent County, Maryland. **Duties:** This position provides leadership and managerial support to the staff of the local department of social services Family Investment (FI) Division and is part of the executive staff of the agency. This position establishes standards, goals, and schedules for FI staff; sets priorities and evaluates effectiveness of both staff and programs. This position also serves as the administrator and manager for all eligibility and work opportunity programs and is responsible for the administration of these programs. **Qualifications:** Possession of a bachelor's degree from an accredited college or university and seven years experience in administrative, professional or technical work, two years of which must have involved supervision of other employees or exercising responsibility for program development. **Selective Qualification:** One year of supervisory experience in a Maryland Family Investment Program. (No substitutions: You must possess this experience to be considered for this vacancy.) **Notes:** Applicants may substitute education at the graduate level at an accredited college or university at the rate of 30 semester hours on a year-for-year basis for a maximum of two years of the required general experience. Experience in a human service program may be substituted on a year-for-year basis for the required four years of college education. **Apply:** Submit a completed State application (MS-100) titled: "Human Service Administrator II" Announcement #11-2729-930 to: Kent County, DSS, Attn: Vastina Fisher, 350 High Street, Chestertown, MD 21620. All applications and any information used to determine your eligibility must be received in our office by 5 p.m. on **Tuesday, January 10, 2012**. Your application must be complete and accurate. Applications may be obtained by visiting our website at: www.dhr.state.md.us; by writing to DHR/Examination Services Unit, 311 West Saratoga Street, Baltimore, MD 21201; by visiting 311 West Saratoga Street, First Floor, Baltimore, MD; or by calling 410-767-7414, toll-free: 1-800-332-6347; TTY users call Maryland Relay Service 1-800-735-2258. (Date listed: 1/4/12).

Kent School (509) Part-Time CDL Drivers wanted. Passenger experience desired **Apply:** Contact Don Sullivan, Business Manager at 410-778-4100 ext 14 or dsullivan@kentschool.org. (Date listed: 12/6/11).

LaMotte Company seeking a

- **Production Coordinator** (517) 2nd Shift. You will report to 2nd shift Prod. Mgr.; supervise staff of six; oversee production, safety, efficiency & compliance with all SOPs, and work closely with QC Tech to assure product meets quality specs. Requires operating equipment, assembling and recordkeeping, mechanical aptitude and supervisory skills. Must be able to transport up to 50 pounds and handle a pallet jack loaded with cases of product (450 pounds). Monday thru Friday, 3:45 pm to 12:30 am. Includes great benefits. (Date Listed: 12/6/11)

Apply or send resume to: LaMotte Company, 802 Washington Ave., Chestertown, MD 21620 or email to mcoakley@lamotte.com.

Massage Therapists and Estheticians: (557) Grand opening of **Hand and Stone** in Annapolis Harbour Center in early **January, 2012**. Hand and Stone is rapidly expanding across the US and provides massage and facials and waxing services 7 days a week. We are seeking candidates that are professional, enthusiastic, and motivated with excellent communication skills. Part time and Full time positions available. Evening and weekends required. **We provide:** Flexible schedules; ongoing training; steady clientele; product supplies; energetic and supportive environment and variable commission based on performance. **Therapist requirements:** Customer service oriented; ability to perform Swedish, Deep Tissue and Hot Stone; ability to up sell clients; skilled, knowledgeable and experienced. **Esthetician requirements:** Customer service oriented; Ability to perform customized facials using Dermalogica and Clarity products, peels, microdermabrasion and waxing; ability to up sell clients; skilled, knowledgeable and experienced and continued training in provided advanced skincare techniques. **Apply:** Please email resume to awolfe@handandstone.com and/or call Anne Wolfe, Owner, at 410-980-9217. Please provide available hours and indicate level of flexibility. (Date listed: 1/4/12).

Medifast, Inc. (511) a leader in the weight loss management industry headquartered in Baltimore with a facility in Ridgely, MD and Coppel, TX. We are seeking a **Customer Service Representative II** for our Ridgely, MD location. **Schedule:** Sunday –Thursday. Hours: Monday- Thursday 11:30 am -8:00 pm; Sunday: 9:00 am -5:30 pm. **Salary:** \$10-\$11/hour + Benefits. **Job Description:** Level II Shipping Support Customer/Client Support Representatives (CSR II) are frontline service professionals that respond to large volumes of e-mails and faxes from internal and external customers. Some examples include Accounting, Marketing, Contact Center CSRs and Supervisors, Health Coaches, Corporate Trainers, Warehouse personnel and management, MWCC centers and Franchise managers. Ensure that MWCC orders are filled accurately and in a timely manner and provide a high level of support for this line of business. Contact clients if order is not shipping in its entirety because of inventory or accounting issues. **Responsibilities:** Level II Shipping Support Customer/Client Support Representatives will respond to between 80-100 e-mails and faxes from internal and external customers daily regarding shipping support issues; additionally will handle 40-60 inbound contacts (calls, chats and/or emails) per day. They are knowledgeable about the Company's products, programs, and proficient in the use of systems utilized to manage customer/client accounts. Will exhibit a caring, professional, and enthusiastic demeanor when speaking with customers/clients (internal and external), and possess advanced phone etiquette, problem solving and customer service skills. They will use de-escalation techniques to provide satisfactory resolution to issues presented by dissatisfied customers/clients and will provide guidance to CSR Is to assist them in handling these calls as well. Must review 50-100 do not ship order tickets given by MDC & TDC to confirm if order should ship or not. These include orders which may have food product and tools. **Requirements:** High school diploma or GED required; minimum three years of customer service experience; must have strong PC skills with a working knowledge of Microsoft Office, including Outlook, Word, and strong Excel skills; must be flexible and possess the ability to adapt to a changing environment; ability to effectively communicate with internal and external customers verbally and in writing; ability to handle complex customer issues and de-escalate irate callers; Strong working knowledge of shipping support functions as it relates to order fulfillment and shipping support. **Apply:** You may apply in person: 601 Sunrise Avenue Ridgely, MD 21660 OR apply online www.medifast1.com OR apply via fax 410 471 7667. Resume required. Contact: Caitlin Goldstein, Corporate Recruiter. (Date listed: 12/14/11).

Miltec UV (535) is hiring for 3 positions.

- **Quartz Fabricator Trainee** - Perform production processes in Bulb Shop that require entry-level quartz fabrication skills. Learn the processes, procedures, and techniques required to assume duties and responsibilities of Quartz Fabricator. Learn entry-level quartz fabrication techniques, and the operation of manual lathes, automated equipment, manual or electronic test and inspection tools. Inspection and Testing of quartz

fabrications using required tools, fixtures and gages. Learn proper use of oxygen/ propane torches. **Salary:** Hourly: \$11.00- \$11.50.

- **Electromechanical Assembler** - Perform manufacturing duties to include making of liners, shutters and cables, ignition bulbs, and various other part assemblies. Assemble electrical back panels/cabinets. Assemble and wire lamp housings. Read blueprints for assembly and fabrication. Maintain clean work environment. Follow published Work Instructions and Procedures. **Salary:** Hourly: negotiable, depends on experience.
- **Electronics Technician/Designer** - Design, build and troubleshoot UV power supplies, electronic systems and instrumentation. Hands-on approach to testing and developing, improving and repairing UV equipment. Associates Degree in Electrical/Electronic Engineering required. Proficient Basic AutoCAD, Solidworks or similar software. Proficient in use of electronic testing equipment. **Salary:** Hourly: negotiable, depends on experience.

Apply: Please email your resume and cover letter to HR@miltec.com or fax: 410-604-2906. (Date listed: 12/7/11).

Nannies4hire.com (49) Over 700 families registered at www.nannies4hire.com. We have Full-time, part-time, short-term live-in and live-out positions available nationwide. Register online at www.nannies4hire.com to view and contact families directly. (Date listed: Jan. 2012-ongoing)

Nannies of Nebraska (93) has been in business since 1987. We receive new families daily. Jobs are available nationwide. Nannies must make a one-year commitment. General responsibilities include: childcare, light housekeeping, grocery shopping, errands, driving, and laundry for children and light meal preparation. The family is responsible for your transportation to the job and home after your commitment. Call 1-800-730-2444 to apply, or apply online at www.nanniesofnebraska.com. (Date Listed: January 2012 - ongoing)

Office of Representative Andy Harris, M.D. (398) is announcing **Internship Program** for college students. It is an opportunity to gain first-hand knowledge of Capitol Hill, the legislative process and the unique communities and constituents of Maryland's First Congressional District. The Internships are unpaid and offered on a full or part-time basis. Work hours are from 9 AM to 5 PM, Monday through Friday. **Requirements:** 2.8 GPA; willingness to work at least 10 hours per week; interpersonal communication skills; mature and responsible attitude; ability to multi-task, prioritize; strong writing and speaking skills; familiarity with Microsoft Word, Excel, Outlook and Adobe and have completed at least one semester of college-level work prior to beginning the internship. Priority is given to students from the First District). **Responsibilities:** Opening mail; answering telephones; entering computer data; referring letters sent by other Member's constituents; responding to constituent requests; attending congressional hearings and lectures (DC); assisting with special projects, including legislative research; assisting with constituent casework (District offices) and other special projects important to the Congressman's office. Interns are accepted throughout the year. **Apply:** For more information please call Miles Butz at 410-643-5425 or email miles.butz@mail.house.gov. (Date listed: 9/1/11).

Olive Garden Italian Restaurant (524) in Easton, MD needs talented people like you to help create an environment where food, family and fun come together to make something magical.

***Servers *Host/Hostesses *Bartenders *Dishwashers *Line & Production Cooks *Bussers.** Here's a taste of our exceptional **benefits:** flexible schedules, comprehensive training, meal discounts, paid vacation, medical/dental insurance, 401 (k) savings plan and management career advancement opportunities. We have a fun, supportive work environment that makes you feel like part of a big family. To be considered for an interview, **you must apply online** at: www.olivegarden.com/careers. **Our restaurant opens January 9, 2012.** (Date listed: 11/29/11).

Practically Perfect Nanny (85) a childcare referral business looking for **Nannies** and **Babysitters**. Nanny and Babysitter candidates will be screened and interviewed. Qualified candidates will be referred to families in need of child care based on the family's needs and preferences. Child care related experience and education is preferred. For information or to schedule an interview, call Rhonda Becker, 443-262-1500. Mail resume to placement@practicallyperfectnanny.com. (Date listed: January 2012 - ongoing)

Prince George's Community College (212) Go to <http://jobs.pgcc.edu> for available jobs, required hours, qualifications, criteria and to apply online, or call 301-322-0613 (voice) to request an application. TTY users call thru MD Relay (7-1-1). Prince George's Community College, Largo, MD is an AA/EOE institution. (Date listed: January 2012 - ongoing)

Prince George's County Department of Social Services (550) is seeking a **Program Manager II- Bureau Chief, Foster Care and Adoption**. This is a Management Service position that serves at the pleasure of the Appointing Authority. **Location:** Prince George's County Department of Social Services; Child Adult & Family Services Division; 925

Brightseat RD, Landover, MD 20785 - Centre Pointe. **Salary:** \$52,950 - \$85,017. **Nature of Work:** The Program Manager II is a managerial level of work in the Management Services of the State Personnel Management System. The position is responsible for directing the foster care and adoption services program(s) through the management of staff and financial resources. **Responsibilities:** The position oversees implementation and approves revisions of the program(s) by establishing overall policies and procedures. It establishes program goals, standards and controls to meet program objectives. It oversees and manages the personnel and financial resources of the program(s). It develops short and long-range plans for program operations and resources. It determines organizational structure and staff needs. It oversees development and training of program staff and it plans, coordinates, supervises and evaluates the work of subordinate supervisors. It represents the Department in a liaison capacity with managers and officials of other agencies concerning program activities. **Qualifications:** Master's Degree in Social Work as determined by the State Board of Social Work Examiners under the licensing requirements for a graduate social worker. (A master's degree with the specific major of "Social Work" is the only acceptable educational qualification for this position). **Experience:** Seven (7) years of experience in the public welfare system including providing services in cases involving foster care and adoption suspected child or adult abuse or neglect, out of home placement, guardianship or emergency protective orders. Four (4) years of the above experience must have been in an administrative, supervisory, or consultative capacity. **Licenses, Registrations and Certificates:** Candidates must be a Licensed Certified Social Worker-Clinical (LCSW-C) certified by the Maryland State Board of Social Work Examiners or possess a comparable license from another state that is transferable. **Special Requirements:** Candidates who have not already done so must complete an approved training program and pass a competency test. Employees are required to meet mandatory standards for continuing education as determined by the Department of Human Resources. **Apply:** Applicants who meet the minimum qualifications must submit a completed MS100, resume, a copy of the MSW degree and license by **January 25, 2012** to: PGCDSS, Attention: Valora Witter, 805 Brightseat Road, Landover, MD 20785 – fax 301-909-7117. You may obtain the application at www.dbm.maryland.gov. (Date listed: January 4, 2012).

Pro-Temps – Staffing Solutions (447) we match jobs and talent on Maryland's Eastern Shore. Call the Pros at 410-822-4648, 800-787-4648; fax 410-822-5538. 8133 Elliott Road, Suite 5, Easton, MD 21601. www.protempsstaffing.com, info@protempsstaffing.com. (Date listed: January 2012 - ongoing)

Scotts Miracle-Gro Company (525) now interviewing and hiring for 2012. Do you like to garden? Are you a sales driven individual who enjoys interacting with the public? If so, this is the job for you!

- **Retail Sales Counselor** – Educates consumers and retail customers on selection and use of Scotts Miracle-Gro products; provides in-store demonstrations; moves product and creates displays.
- **Retail Sales Merchandiser and Counselor** – Merchandises Scotts Miracle-Gro products in stores; executes store sets, constructs promotional materials; educates consumers and retail customers on selection and use of Scotts Miracle-Gro products.

Apply: For immediate consideration, please visit: www.scotts.candidatescare.com. We offer a competitive compensation package and advancement opportunities. (Date listed: 11/29/11).

Shared Opportunity Service, Inc. of Kent County is a nonprofit family support center located in historic Chestertown, MD and seeking a:

- **Child Development Specialist** – (469) **Qualifications and Experience:** Master's Degree in Early Childhood Education preferred. Bachelor's Degree in Early Childhood Education, Special Education, Child Development or related field accepted. Applicant must have experience working with young children from birth to three years old. Familiarity with issues of young parents, infants and toddlers, and issues of poverty is desirable. Candidates must have basic management and supervisory skills/experience related to child care management.

Apply: If interested, please send your résumé to Shared Opportunity Service, Inc., Attn: Steven Kirk, Business Manager, 601 High Street; Chestertown, MD 21620; or e-mail your information to businessmanager@familiesshine.org. Phone: 410-778-7911 or Fax: 410-778-6328. (Date listed: 12/6/11).

State of Maryland (202) **Family Services Case Workers** - \$31,461-\$56,438; **Casework Specialist/Social Workers** - \$35,568-\$64,282; **Social Work Supervisor** - \$42,867-\$68,626. Our Children Need You! Are you a social worker or a social work student preparing to graduate from school? Or do you have a degree in the behavioral sciences? The Department of Human Resources (DHR) is the State of Maryland's human service agency. We are looking for caring, compassionate and committed social workers and caseworkers to join our team of child welfare professionals. This is a challenging career. You will work with Maryland's most vulnerable children and families to provide a safe, secure and healthy home environment. DHR needs social workers and caseworkers like you, but more than that, our children need you too. Help a child, change the future. Vacancies are located in several of our local departments of social services

throughout the State of Maryland. These positions provide services to individuals or families in cases involving suspected child or adult abuse or neglect, out of home placement, guardianship, emergency protective orders or adoption. For detailed information on the required education and experience or to obtain an application, please visit our website at www.dhr.state.md.us/jobannnc.htm. To submit your application, please visit our website at socialworkcareers@dhr.state.md.us. If you have additional questions, please call 410-767-7862 and leave a brief message with your name and telephone number. (Date listed: January 2012- ongoing)

STEP Mid-Shore (554) seeking an **Employment Specialist** (PT) in Cambridge, MD. **Job Description:** Performs vocational assessment and designs employment plan with clients and coordinates the activities of individuals through program; meets required placement and billing goals; establishes relationships with other appropriate community agencies in order to coordinate rehabilitation vocational efforts. **Qualifications:** Bachelor's degree in Social Science or Human Services. One year in social and vocational services or mental health counseling preferred. **Closing date:** **January 11, 2012.** For more information call: 410-901-0914. (Date listed: 1/4/12).

SUNTRUST BANK (541) is hiring:

- **Branch Managers** - (4 yrs experience with sales or financial services to include 2 yrs leadership/coaching).
- **Assistant Branch Managers** (2-3 yrs sales or financial services experience to include cash handling).
- **Financial Services Representatives** - (3 yrs sales experience with the ability to meet sales and service goals).

For a complete list of SunTrust's current open positions, please visit our website and **apply:** www.suntrust.com/careers. (Date listed: 12/13/11).

The Inn at Perry Cabin (551) job openings (all positions are full-time, unless otherwise noted):

- **Executive Chef** – Responsible for all aspects of managing the kitchen and culinary personnel, ensuring the quality preparation of all menu items and proper handling & storage of all food items in accordance with standards; coordinate the purchase of all food; develop menus and maintain food and labor costs.
- **Guest Relations Agent** – Ensure that the highest caliber of service is being offered to all guests in accordance to the Standards of Service provided by Orient Express Hotels, so that all of their expectations are met or exceeded. This individual will maintain an active role in the lobby interacting and engaging with all guests.
- **Sous Chef** – You must have the ability to execute all areas of the kitchen. Must have the ability to supervise and execute all meal periods, work closely with Chef on food quality, cost and payroll and implement new menus. Must have a 2-year culinary degree.
- **Junior Sous Chef** - You must have the ability to execute all areas of the kitchen. Must have the ability to supervise and execute all meal periods, work closely with Sous Chef on food quality, cost and payroll and implement new menus. Must have a 2-year culinary degree.
- **Part-time Porter** – You will ensure that all guests are greeted properly and receive the highest caliber of guest service to ensure their arrival and departure experience is pleasurable and informative. You must be customer service oriented, able to lift/push/pull a minimum of 50 pounds and able to work a flexible schedule to include weekend and holidays. You must be at least 21 years of age.
- **Pastry Cook** – You must have the ability to work all the stations in Kitchen, Ability to complete work in a timely, accurate and thorough manner. Certification and culinary training or apprenticeship required. Culinary degree preferred.

Apply: Please contact Tonya Brinkley, Director of Human Resources at tbrinkley@perrycabin.com or Christine Githiomi, HR Assistant at cgithiomi@perrycabin.com for more information on application process, salary and/or job requirement details. You can also, fax your resume' to 410-745-5356; visit us online at www.perrycabin.com or email recruitment@perrycabin.com. (Date listed: 1/5/12).

The Knowland Group - (532) seeking a **Designer (Graphic/U.I.)**. **Overview:** The Designer is critical to the design process of new and existing product development and testing. Roles of the position include working closely with the development team to create design mock-ups of Graphical User Interfaces (GUI), intelligent work flow of new and existing applications/website, and the development of new ideas for new software applications. **Location:** Lewes, DE. **Responsibilities:** Utilize design applications (Adobe Premier & Flash, Photoshop, Encore, etc) to design web interfaces and internet technologies; work as part of the New Product Development Team to complete various projects and to solve complex design problems. **Requirements:** Must have excellent computer skills and communication skills; must have basic experience with Photoshop and Adobe and a Bachelor's degree is preferred. **Apply:** Please contact Melissa Merryman at (410) 860-2270 or via email: mmerryman@knowlandgroup.com. Candidates can also apply online at www.knowlandgroup.com. (Date listed: 12/7/11).

UMBC (553) The Maryland Adult Literacy Resource Center at UMBC is seeking a qualified professional for the position of **Program Coordinator/Adult Education Professional Development Specialist**. This is a part time (32 hours/week) grant-funded position with benefits in the Department of Education. **Responsibilities:** Works with Program Director to provide statewide Adult Education professional development activities to local Adult Education program leadership team members, coordinators and teachers; UMMC employee; analyzes the professional development needs of programs; designs, develops, implements, and evaluates statewide professional development activities, including workshops, trainings, action research and online courses; co-designs, monitors and evaluates a yearly statewide professional plan based on the state Adult Education initiatives and priorities; monitors and evaluates local adult education program implementation of state required professional development activities; partners with the UMBC Education Department to inform the development and recruit student cohorts for an Adult ESL Graduate Certificate Program; provides content expertise in the development of Adult Education online courses; applies for special project grants aligned with the needs and priorities of the Maryland Adult Education State Plan, implements acquired grants and meets all reporting and fiscal requirements; partners with other agencies to provide professional development activities to Adult Education professionals in Maryland. **Qualifications:** Master's Degree in Education, TESOL, Instructional Systems Development or related field; 3 years teaching Adult Education (ABE, GED, ESOL, Family Literacy); 3 years providing professional development to Adult Education practitioner; and 3 years managing/coordinating an Adult Education program. **Salary:** \$44,000-\$47,200 per year plus benefits for a 12-month, 32-hour work week. **Apply:** Submit a cover letter, resume' and contact information for three professional references by January 6, 2012 (resumes will be accepted until the position is filled) to: Katherine Ira, ALRC Director, UMBC Education Department, 1000 Hilltop Circle, ACIV-A Wing Room 107, Baltimore, MD 21250; email: ira@umbc.edu. (Date listed: 1/4/12).

UniSite Design, Inc. (558) is a manufacturer of high-quality commercial grade site furnishings, such as benches, litter receptacles and tables. We are looking for a **Machinist** to support our manufacturing facility in Denton, MD. **Responsibilities** include, but are not limited to, working independently and as a team within our Maintenance Department to support production needs. Ideal candidate should have the ability to use specialty machine tools, such as lathes, milling machines, and CNC machining centers to produce precision parts. Must have the ability to fabricate and modify parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. Must possess the ability to write basic CNC programs, modify existing programs, and tend CNC machines. Daily activities will include receiving requests from production, engineering, and other departments for items to be made using specialty machine tools. Among other things, these requests will include custom robot welding fixtures, precision parts, and machine tooling. **Minimum Requirements** that must be met: At least 2 years experience working with machining equipment as a machinist, machine setter, operator, or tender; must have knowledge of set-up, operation, and inspection of typical machine shop equipment (such as listed above); ability to read and interpret CAD Drawings; able to work with tolerances as specified on drawings; must have the ability to design and manufacture custom welding fixtures and machine tooling given the desired part or product; must work with high level of accuracy and efficiency and ability to work independently as well as in a team and complete assignments on time. Excellent benefit package offered. **Apply** in person at 1105 Park Lane Denton, MD 21629 or online: <https://home.eease.adp.com/recruit/?id=1132461>. (Date listed: 1/5/12).

Wicomico County Department Of Social Services (559) is recruiting for the position of **Fiscal Accounts Clerk II**, Division of Family Investment. **Salary:** \$26,783 - \$41,816 Grade 9. **Location:** Salisbury, MD 21801. **Duties:** The main purpose of this position is to process daily cash receipts deposits from mail log for FMIS, Public Assistance, Administration, Rental Assistance and Emergency Fund; process C.A.R.E.S. Manual Issuance request daily, and process Emergency Fund-FEMA, RAP-to-Work, local funds and Administration working fund payment requests; maintain FEMA, RAP-To-Work, C.A.R.E.S and Emergency logs and fund controls; process 1099's for RAP-To-Work and AFS. This position also works directly with the Overpayment coordinator to ensure accurate record keeping of all agency overpayments, as well as reconciliation of all accounts for reporting. **Qualification:** Graduation from an accredited high school or possession of a high school equivalency certificate and two years of experience reviewing, verifying, recording, adjusting and balancing financial transactions. It is imperative to list all computer and software experience on your application pertaining to your job duties. **Apply:** Qualified candidates who are interested in applying must submit a Maryland State Application (MS-100) to: Darci Wilson, Personnel Office, Wicomico County Department of Social Services, 201 Baptist Street, Suite 27, Salisbury MD 21801. Applications must be marked "**Fiscal Accounts Clerk II**" **Announcement number "12-4518-942"** and be postmarked no later than **January 23, 2011** to be accepted. (Date listed: 1/5/12).

The Office of Career Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. If you are interested in a job, please send or fax your resume to the employer, or call for an appointment. Chesapeake College is an Equal Opportunity Institution

